

XA Physical Inventory

How to take a wall to wall physical inventory using Materials Management

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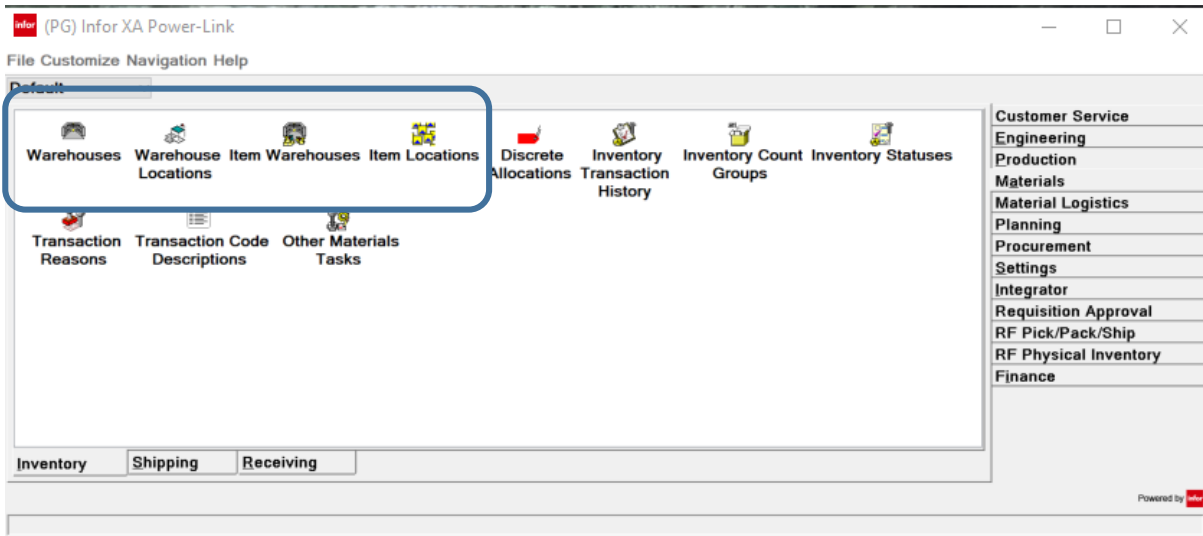
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XA Physical Inventory Overview

- Select the warehouse for physical inventory; create the Count Group
- Print Count Sheets and/or tags
- Take the count
- Run 'Activate next count' job to allow entry of count quantities
- Enter Count quantities
- Run Variance reports/subsets
- Take count 2/recount
- Take count 3/recount
- Post count adjustments
 - Creates PH transactions
 - Updates 'Date Last Count' in Item Warehouse/Balance record

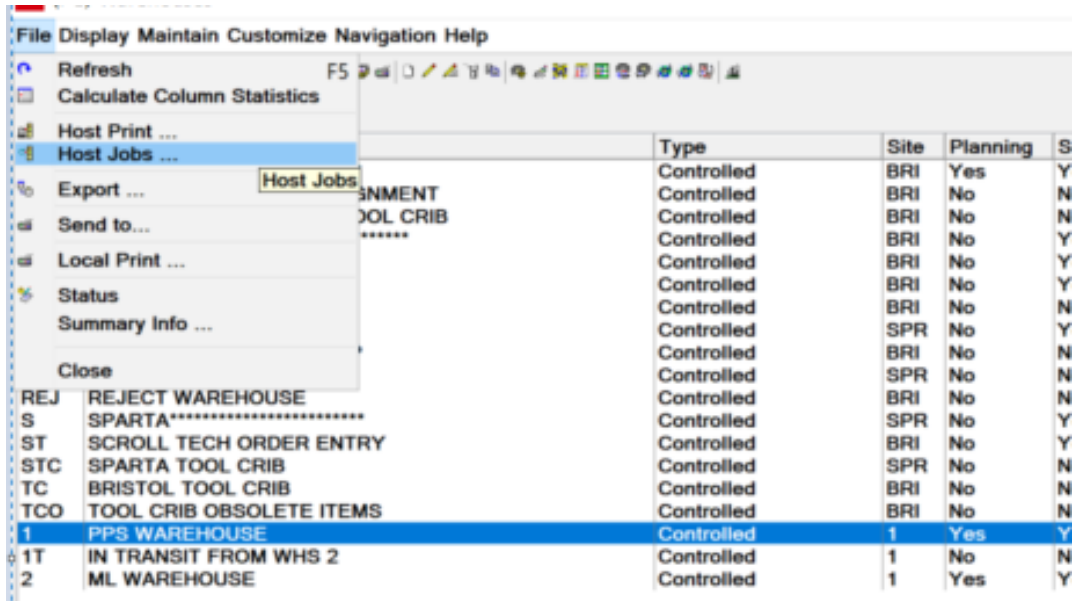
Create Count Group/Physical Inventory

- Can use any of the following objects to create a Count Group:
 - Warehouse
 - Warehouse Locations
 - Item Warehouses
 - Item Locations
- For a full physical inventory, I would recommend using the 'Warehouse' object



Create Physical Inventory Count Group

- Select the warehouse
- Use the 'File' option from the menu bar
 - Select 'Host Jobs'



The screenshot shows a software window with a menu bar and a table. The menu bar includes 'File', 'Display', 'Maintain', 'Customize', 'Navigation', and 'Help'. The 'File' menu is open, showing options like 'Refresh', 'Calculate Column Statistics', 'Host Print ...', 'Host Jobs ...', 'Export ...', 'Send to...', 'Local Print ...', 'Status', 'Summary Info ...', and 'Close'. The 'Host Jobs ...' option is selected, and a sub-menu is visible with 'Host Jobs' highlighted. Below the menu, a table displays inventory items with columns for ID, Name, Type, Site, Planning, and S.

		Type	Site	Planning	S
		Controlled	BRI	Yes	Y
		Controlled	BRI	No	N
		Controlled	BRI	No	N
		Controlled	BRI	No	Y
		Controlled	BRI	No	Y
		Controlled	BRI	No	N
		Controlled	SPR	No	Y
		Controlled	BRI	No	N
		Controlled	SPR	No	N
		Controlled	BRI	No	N
		Controlled	SPR	No	Y
		Controlled	BRI	No	Y
		Controlled	BRI	No	N
		Controlled	SPR	No	N
		Controlled	BRI	No	N
		Controlled	BRI	No	N
1	PPS WAREHOUSE	Controlled	1	Yes	Y
1T	IN TRANSIT FROM WHS 2	Controlled	1	No	N
2	ML WAREHOUSE	Controlled	1	Yes	Y

Count Group create options

Warehouse Host Jobs

Warehouse

Audit Allocation Quantities
Audit Location Quantities
Audit On-order Quantities
Cycle Count
Generate Reorder Recommendations
Physical Inventory
Planning Run
Publish

Content Confirmation

Execute

Description 2020 Physical Inventory

Subset ... (selected record)

Sort ... (default)

Options

Compare quantity Entry on-hand Cutoff on-hand

Exclude line locations Yes No

Exclude unapproved items Yes No

Starting tag number 1

Activate next count Yes No

Generate tag numbers Yes No

General Reports

Submit Cancel Help

- Description – will become the description of the Count Group
- Compare Quantity
 - Determines when the 'Compare Quantity' value is captured
 - Entry on hand – when the first count is entered
 - Cutoff on hand – when 'Activate Next Count' job is run
- Exclude Line Locations – applies to XA Repetitive users
- Exclude Unapproved Items – items in location waiting for inspection or shelf life expired
- Beginning tag number
- Activate next count – allows counts to be entered
- Generate tag numbers

Compare Quantity

- The 'count quantity' is always compared to the 'cutoff quantity' to calculate the count variance
- 'Entry on Hand'
 - Captures the 'Cutoff Quantity' when the count for the item/location is keyed
- 'Cutoff on Hand'
 - Captures the 'Cutoff Quantity' for all items in the count group when the 'Activate Next Count' job is run

(PG) Inventory Count Items - 9 2020 Physical Inventory

File Display Maintain Customize Navigation Help

US w/cu... *(all rec...)

9 2020 Physical Inventory

Item	Whs	Location	Count quantity	Count 1 cutoff on-hand qty	Count 1 variance qty	Count 1 out of tolerance
1101	1	SHIP	54.000	54.000	0.000	No
1102	1	SHIP	48.000	46.000	2.000	Yes
1103	1	SHIP	34.000	34.000	0.000	No
1104	1	SHIP	74.000	74.000	0.000	No
1105	1	SHIP	89.000	89.000	0.000	No
1106	1	SHIP	40.000	40.000	0.000	No
1107	1	SHIP	37.000	37.000	0.000	No
1107	1	SHIP	10.000	10.000	0.000	No
1101	1	0101	4,900.000	4,910.000	-10.000	Yes
1107	1	0101	477.000	479.000	-2.000	Yes
1101	1	0102	4,924.000	4,924.000	0.000	No
1103	1	0102	9,800.000	9,799.000	1.000	Yes
1104	1	0103	7,857.000	7,857.000	0.000	No
1102	1	0105	4,981.000	4,981.000	0.000	No
1102	1	0201	4,928.000	4,928.000	0.000	No
1103	1	0201	10,000.000	10,000.000	0.000	No
1104	1	0201	9,970.000	9,971.000	-1.000	Yes
1105	1	0202	9,876.000	9,814.000	62.000	Yes
1106	1	0202	10,000.000	10,000.000	0.000	No
1107	1	0202	453.000	453.000	0.000	No
1107	1	0202	500.000	500.000	0.000	No
1106	1	0204	11,910.000	11,910.000	0.000	No
1106-S	1	0204	10,040.000	10,038.000	2.000	Yes
1107	1	0301	500.000	500.000	0.000	No

Reports – Count Entry List

(PG) Warehouse Host Jobs

Warehouse

- Audit Allocation Quantities
- Audit Location Quantities
- Audit On-order Quantities
- Cycle Count
- Generate Reorder Recommendations
- Physical Inventory
- Planning Run
- Publish

Content Confirmation

Execute

Description 2020 Physical Inventory

Subset ... (selected record)

Sort ... (default)

Options

Print

Description

Detail Sequence

Sort (default)

Options

Print on-hand quantity Yes No

Print tag number Yes No

Inventory Count Entry List Inventory Tags

General Reports

Submit Cancel Help

- Count Entry List
 - List of items/locations in the count group
 - Has space for counter to enter the count quantity
 - Hand different pages of the report to different counters
- Option to print tag numbers and quantity on hand
- XA provides 3 sort options:
 - Whs, Location, Item (default)
 - Tag Number
 - Whs, Item, Location

Sample Count Entry List

display spooled file

File : AXTG640P
 Control : █
 Find :

Page/Line 1/2
 Columns 1 - 130

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3

COUNT GROUP- 9 COUNT#- 0 INVENTORY COUNT ENTRY LIST DATE 5/27/20 TIME 14:57:01 PAGE 1 AXTG641

2020 Physical Inventory

OPER SIMUNEKJ

WHSE	ITEM NUMBER	DESCRIPTION	COUNTED BY	COUNT DATE	COUNTED QUANTITY	U
LOCATION	LINE	BATCH/LOT	ASSIGNED TO	FIFO DATE		
1	1101	Laptop				
SHIP	N			8/09/19		
1	1102	ChromeBook (S/N)				
SHIP	N			9/13/19		
1	1103	Apple MacBook (S/N)				
SHIP	N			8/26/19		
1	1104	Bluetooth Mouse				
SHIP	N			8/09/19		
1	1105	Ergonomic Keyboard				
SHIP	N			7/17/19		
1	1106	Speakers				
SHIP	N			9/11/19		
1	1107	Gaming Console (Batch/lot)				
SHIP	N	1234		9/11/19		
1	1107	Gaming Console (Batch/lot)				

Reports – Count Tags

The screenshot shows the 'Warehouse Host Jobs' window with the 'Physical Inventory' report selected. The 'Content' tab is active, showing the following configuration:

- Execute
- Description: 2020 Physical Inventory
- Subset ...: (selected record)
- Sort ...: (default)

The 'Options' section includes:

- Print
- Description: [text box]
- Detail Sequence: [text box]
- Sort: (default) [dropdown]

Under the 'Options' sub-section:

- Print on-hand quantity: Yes No
- Print tag number: Yes No
- Print bar code: Yes No

At the bottom, there are buttons for 'Submit', 'Cancel', and 'Help'. The 'Inventory Count Entry List' and 'Inventory Tags' tabs are also visible.

- Inventory Tags
 - Generates a separate tag for each item/location in the count group
 - Would use forms overlay software to format/print the tag
- Option to print tag numbers and quantity on hand
- Option for tags to print bar code for item & location

Item/Location

- XA will create a 'tag' for each unique item/location that exists in the Location Quantity (SLQNTY) file
- XA allows for only 1 tag per item/location combination
- If the counter discovers material in a location that was not in the SLQNTY file, a 'Random Count Entry' option allows for a company to add a tag with the count information for that Item/Location
- XA does NOT assume that because an item was not counted that the quantity is zero. A zero count quantity must be entered to eliminate inventory in a location.

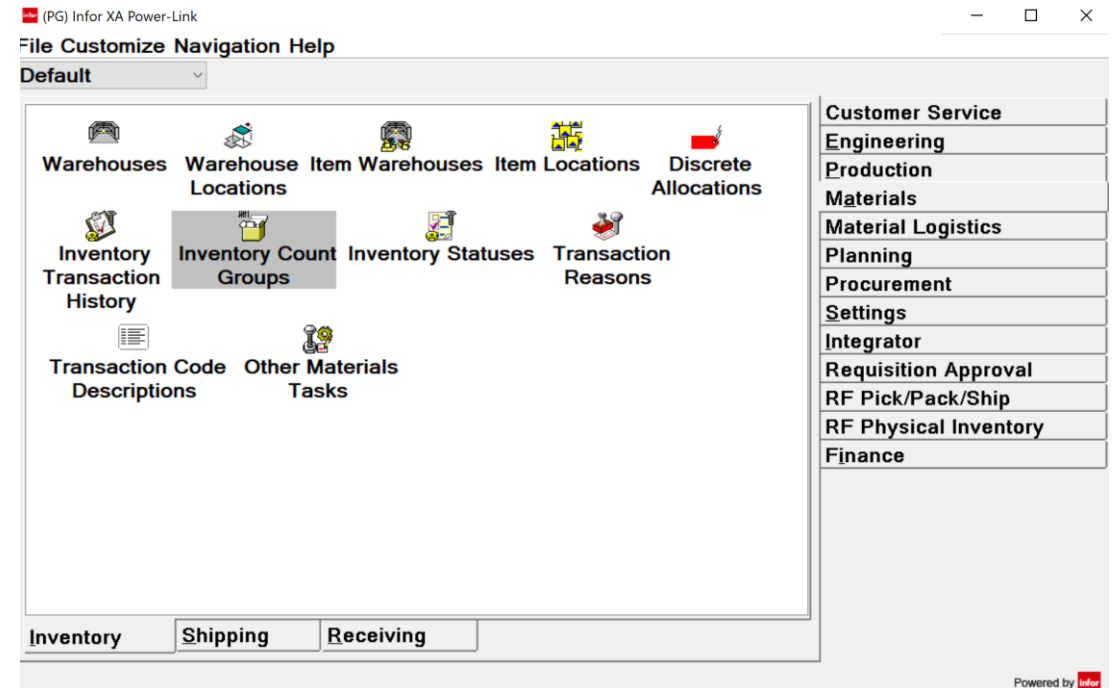
Sample Tags

```
TAG#-          0      DATE 5/27/20    TIME 14.57.01
COUNT GROUP-  9 2020 Physical Inventory
ITEM NUMBER- 1101          COUNT NUMBER- 0
      Laptop          WAREHOUSE- 1
LOCATION  BATCH/LOT    FIFO DATE
SHIP                    8/09/19
COUNTED BY    DATE COUNTED    QTY COUNTED    U/M
-----
TAG#-          0      DATE 5/27/20    TIME 14.57.01
COUNT GROUP-  9 2020 Physical Inventory
ITEM NUMBER- 1102          COUNT NUMBER- 0
      ChromeBook (S/N)    WAREHOUSE- 1
LOCATION  BATCH/LOT    FIFO DATE
SHIP                    9/13/19
COUNTED BY    DATE COUNTED    QTY COUNTED    U/M
-----
```

Count Group

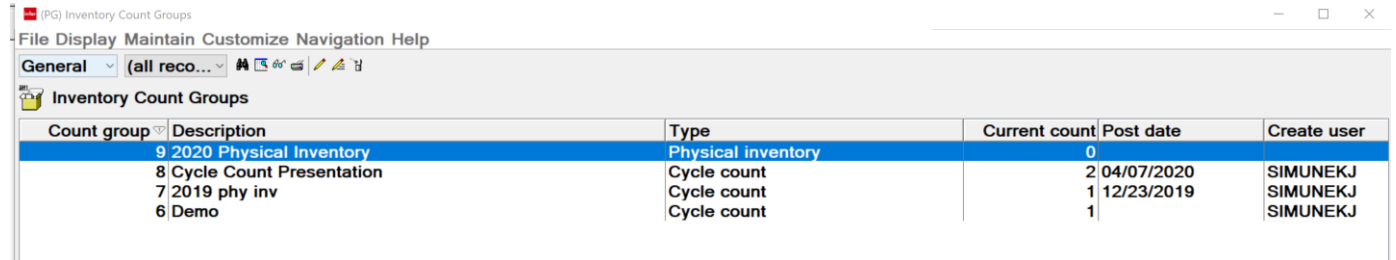
Count Groups

- Whether it's a Physical Inventory or Cycle Count, the list of items to be counted is found in the 'Inventory Count Groups' object



Count Groups

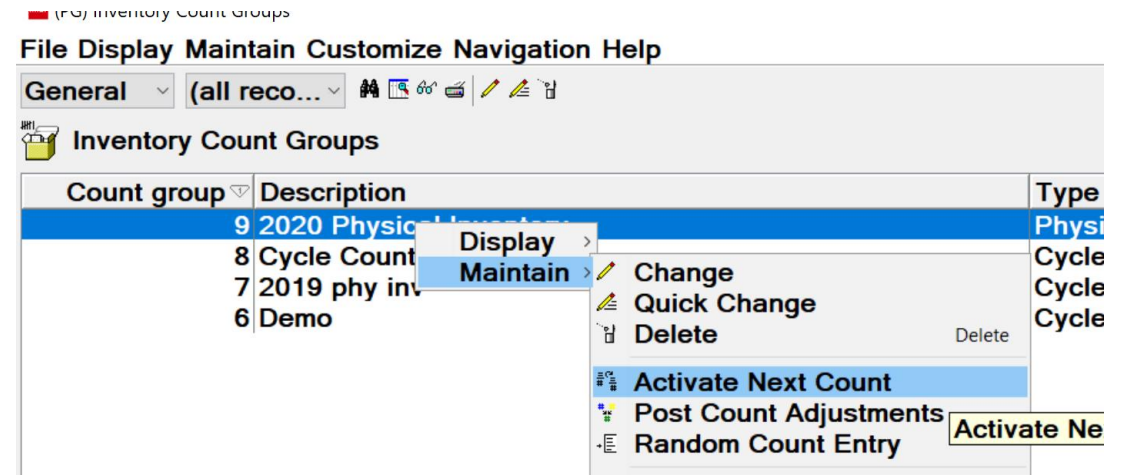
- Notice the description of the count group
- If creating the count group via 'Warehouses' it will be a physical inventory type
- 'Current Count' tells you which count number is being entered. Zero means that 'Activate Next Count' job has not been run for the count group



Count group	Description	Type	Current count	Post date	Create user
9	2020 Physical Inventory	Physical inventory	0		
8	Cycle Count Presentation	Cycle count	2	04/07/2020	SIMUNEKJ
7	2019 phy inv	Cycle count	1	12/23/2019	SIMUNEKJ
6	Demo	Cycle count	1		SIMUNEKJ

Count Group Maintenance Options

- Activate Next Count
 - If the Count Group is created without activating the next count, then this job must be run before you can enter count quantities
 - If you want to enter a second or third count, then activate next count must be run again to open those fields
- Post Count Adjustments
 - Used to update the item/location quantity on hand with PH transactions



Tag Assignment

- Can use 'Maintain' then 'Mass Change' to assign a group of tags to a counter/count team

infor (PG) Change Inventory Count Item - 9, 1, 1101, 0101,, 07/17/2019, 000098181

File Display Maintain Customize Navigation Help


Default

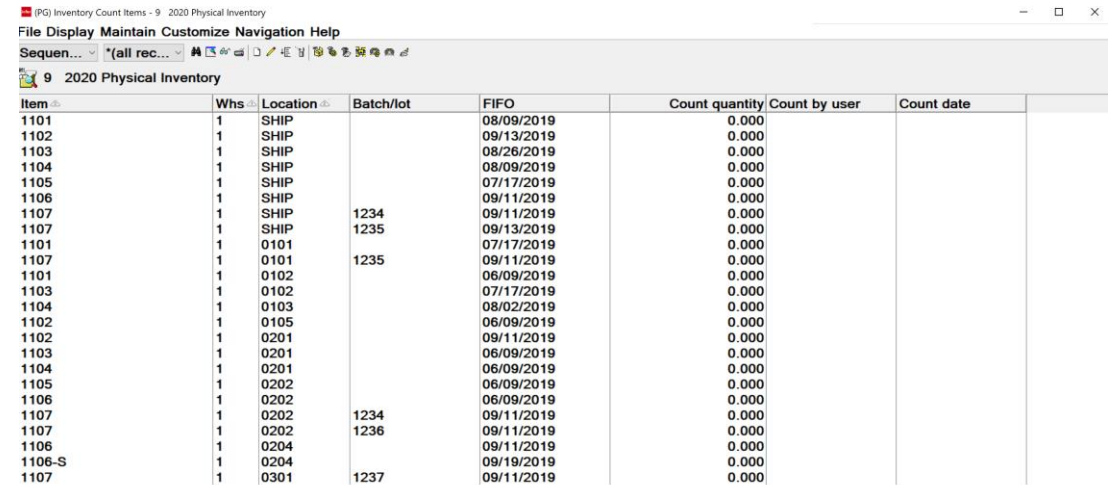
Group: 9 Detail: 1 0101 1101 07/17/2019

Assigned to	<input type="text"/>	General
Maintainable count	Count 1	Count 1
Tag	<input type="text"/>	Count 2
Count for posting	Use count 1	Count 3
Void	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Void reason	<input type="text"/>	
Count comment	<input type="text"/>	
Post status	Not posted	
Last count date	04/07/2020	
Cycle count code	No	

Update Cancel Help

Count Entry

- Count Entry is similar to 'Quick Change' in that the view that is used on the items to be counted is what is used to create the card to enter counts
- 'Sequential Count Entry' toolbar option 
 - Single click on the first item to have count entered
 - Click on the 'Sequential Count Entry' button
 - Check 'Auto Advance' to move automatically to the next item



Item	Whs	Location	Batch/lot	FIFO	Count quantity	Count by user	Count date
1101	1	SHIP		08/09/2019	0.000		
1102	1	SHIP		09/13/2019	0.000		
1103	1	SHIP		08/26/2019	0.000		
1104	1	SHIP		08/09/2019	0.000		
1105	1	SHIP		07/17/2019	0.000		
1106	1	SHIP		09/11/2019	0.000		
1107	1	SHIP	1234	09/11/2019	0.000		
1107	1	SHIP	1235	09/13/2019	0.000		
1101	1	0101		07/17/2019	0.000		
1107	1	0101	1235	09/11/2019	0.000		
1101	1	0102		06/09/2019	0.000		
1103	1	0102		07/17/2019	0.000		
1104	1	0103		08/02/2019	0.000		
1102	1	0105		06/09/2019	0.000		
1102	1	0201		09/11/2019	0.000		
1103	1	0201		06/09/2019	0.000		
1104	1	0201		06/09/2019	0.000		
1105	1	0202		06/09/2019	0.000		
1106	1	0202		06/09/2019	0.000		
1107	1	0202	1234	09/11/2019	0.000		
1107	1	0202	1236	09/11/2019	0.000		
1106	1	0204		09/11/2019	0.000		
1106-S	1	0204		09/19/2019	0.000		
1107	1	0301	1237	09/11/2019	0.000		

Count Entry

- Again, the View that is used will determine the fields that are displayed when entering count quantities
- HINT: use a change template to set default values such as 'Count by User' and 'Count Date'
 - Need to make that the default 'Change Template' in Preferences
 - Template can also control check marks in 'Auto Advance' and 'Preview before Update'

(PG) Change Inventory Count Item - 9, 1, 1101, SHIP, , 08/09/2019, 000098180

Group: 9 Detail: 1 SHIP 1101 08/09/2019

Template
Count Entry

Count quantity

Count by user

Count date

Auto advance
 Preview before update

Sample Change Template

- Count by User
 - Can set to 'Current User' which would be the person entering the count quantity or 'Specific User' which could be set to the Counter Name (as long as they have a user ID on the AS400)
- Count by Date
 - Can default to 'Current Date'
- Check/uncheck 'Auto Advance' and 'Preview before Update'
- To have the template default, go into 'Preferences' and set it as the default 'Change' Template

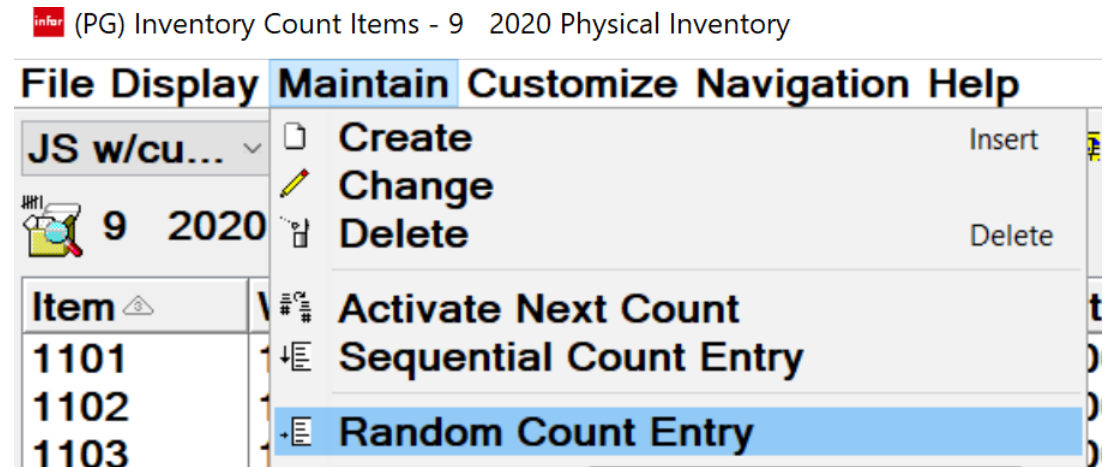
The screenshot shows the 'Inventory Count Item Change Template' configuration window. The 'Name' field is 'Count Entry', 'Domain' is 'Public', and 'Security' is '(none)'. The 'Options' section has 'Auto advance' checked and 'Preview before update' unchecked. The 'Available attributes' list includes 'Assigned to', 'Barcode number', 'Count 1 by user', 'Count 1 date', 'Count 1 quantity', 'Count 2 by user', and 'Count 2 date ...'. The 'Selected attributes' table is as follows:

Description	Label	Default v...
Count by user	Count by user	(SIMUNEKJ)
Count date	Count date	(05/27/20...

Overlaid on the right is a 'Template definition' dialog box for 'Count by user' (Character (10A)). It shows 'Default value' set to 'Specific' with 'Specific user' selected and 'SIMUNEKJ' entered in the text field. Buttons for 'Continue', 'Cancel', and 'Help' are at the bottom.

Random Count Entry

- If, during counting, there is an item in a location that was not there when the tags were created, use 'Random Count Entry' to add the item/location to the count group
- Essentially, these would be 'blank' tags that would be completed by the counter when they find inventory during the count process



Random Count Entry

- Complete the information for the item/location
- Batch/lot and FIFO date are dependent on Item Profile and system tailoring
- Be sure to check 'Yes' to 'Auto Add Item' to add the item to the count group

(PG) Random Count Entry

Template
Random count entry by item

Count group 9
Count for posting Use count 1
Item
Warehouse
Warehouse location
Batch/lot
FIFO date 05/27/2020
Count quantity 0.000
Count by user
Count date //
Auto add item Yes No

Return here to create another

Continue Cancel Help

Tag Maintenance

- Can change a count quantity by going to the 'Count #' card
- Cannot delete a tag once it's been created but you do have the option to void the tag
 - Can create a subset and use mass change to void a group of tags
- Infor XA does not assume that because a count was not entered that the count quantity is zero. You must enter a count of 0 to get items out of a location

(PG) Change Inventory Count Item - 9, 1, 1101, 0101, , 07/17/2019, 000098181

File Display Maintain Customize Navigation Help

Default

Group: 9 Detail: 1 0101 1101 07/17/2019

Assigned to

Maintainable count **Count 1**

Tag

Count for posting Use count 1

Void Yes No

Void reason

Count comment

Post status **Not posted**

Last count date **04/07/2020**

Cycle count code **No**

General

Count 1

Count 2

Count 3

Update Cancel Help

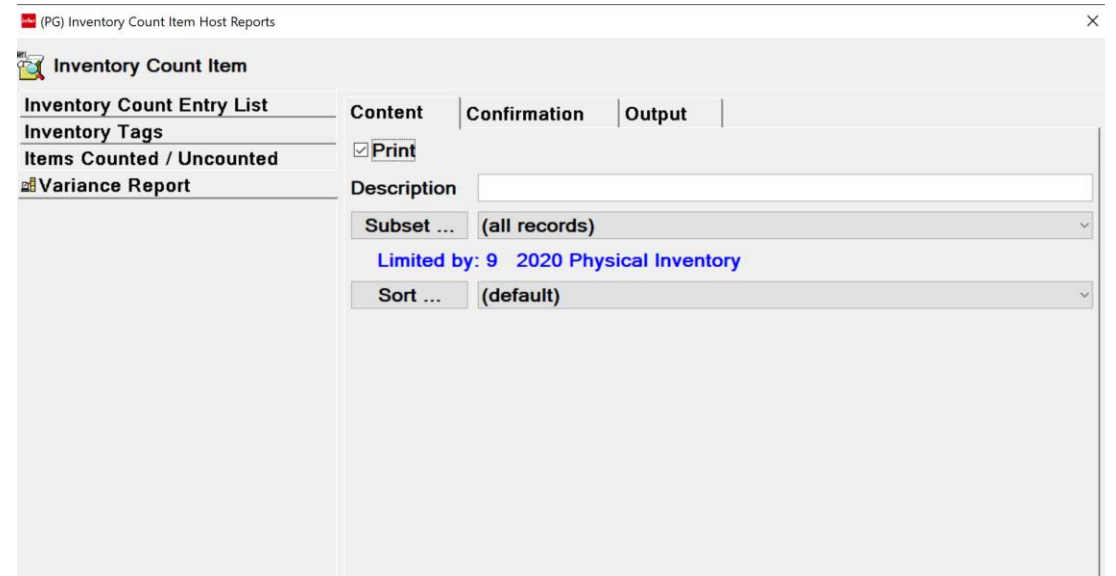
Count 'Out of Tolerance'

- In the Item Warehouse/Balance record, there is a field called 'Count Accuracy tolerance percent'
- If the difference between the Count Quantity and the Compare Quantity has a greater percent than what's allowed for the item, the count will be tagged as 'Out of Tolerance'
- When tags are in this condition, the next count must be activated and the out of tolerance tags will automatically be selected for recount
- Tags that are out of tolerance will not be used to generate a PH transaction

Pur Lead Times	Purchasing	Master Scheduling	Cycle Count
Cycle count code	No		
Value class	(blank)		
Cycle count activity flag	(blank)		
Quantity on-hand at count	0.000		
Transaction compare	0		
Transaction activity count	0		
Force cycle count flag	(blank)		
Next count date	/ /		
Last count date	05/27/2020		
Cycle count class			
Count accuracy tolerance percent	0.0		

Reports

- Within the Tag Detail window, 'File' – 'Host Print' options include
 - Print/reprint Count List
 - Print/reprint Tags
 - Items Counted/Uncounted report
 - Variance Report



Variance Report

- Compares 'Count Quantity' to 'Compare quantity' to determine adjustment quantity

COUNT GROUP- 9
2020 Physical Inventory

INVENTORY COUNT VARIANCE REPORT
COMPARE QUANTITY - ENTRY

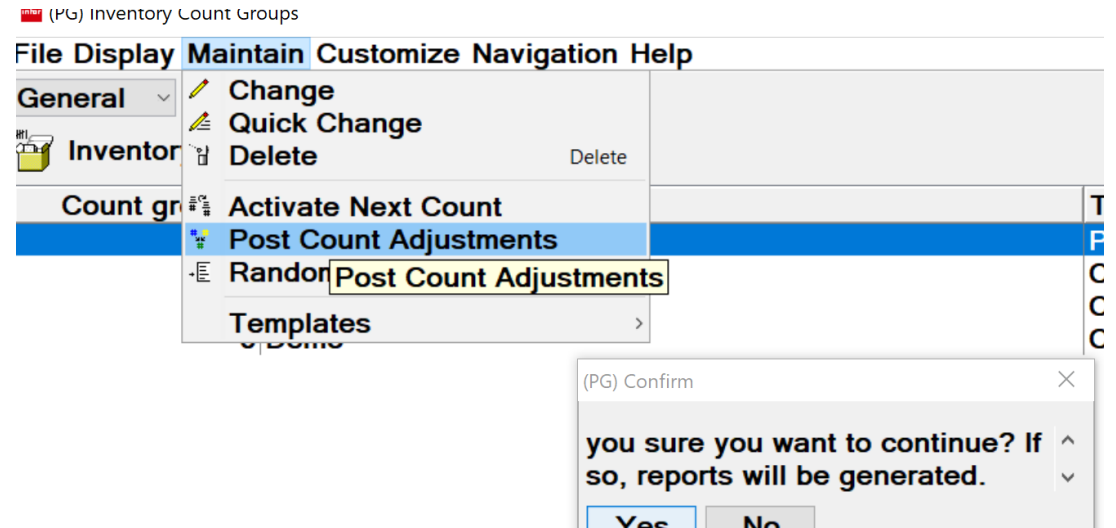
DATE 5/27/20 TIME 15.30.49 PAGE 1 AXTG670
OPER SIMUNEKJ

WHSE	ITEM NUMBER	DESCRIPTION	U/M	COUNT	COUNTED QTY	COMPARE QTY	QUANTITY	AMOUNT	OU
1	1101	Laptop	EA	1*	54.000	54.000			
	SHIP	8/09/19							
1	1102	ChromeBook (S/N)	EA	1*	48.000	46.000	2.000		Y
	SHIP	9/13/19							
1	1103	Apple MacBook (S/N)	EA	1*	34.000	34.000			
	SHIP	8/26/19							
1	1104	Bluetooth Mouse	EA	1*	74.000	74.000			
	SHIP	8/09/19							

- Multiplies the 'Adjustment Quantity' by the cost of the item to calculate impact to inventory valuation

Post Count Adjustments

- Once all counts are entered and approved, the 'Post Count Adjustments' job must be run to update the on hand balances
- From the 'Count Group' header record, single click on the count group, then 'Maintain' followed by 'Post Count Adjustments'
- An 'Are you Sure?' window will be displayed, click 'Yes' to update the inventory with the count quantities



Post Count Adjustments

- Creates 'PH' (Physical Inventory Adjustment) transactions in Transaction History even if the count difference was zero
- If selected for GL Interfaces, the PH transaction will be written to the INVTXN file for posting the change in inventory value to the GL
- Updates the item/location (SLQNTY) quantity
- Updates the Total Quantity on Hand in the Item Warehouse file
- Updates the 'Date Last Count' in the Item Warehouse file

Cistech's RF Physical inventory

Non-XA Features

- Blank tag file
- Can flag employees as Counter, Auditor or Manager
- Assign tags to Counters
- Can scan Tag number, Item Number barcode or UPC barcode and Location
 - Can be run from either an RF gun (5250 emulation) or a tablet (graphical interface)
- Peel off, bar code labels as tags
- Can have multiple tags for same item/location combination
 - Consolidates multiple tags for same item/location onto one tag when moving the count to MM or IM
- Tag Status Codes

Non-XA Features

- Void a tag with user defined reason code
- Flag tags as 'unused'
- Audit tags with user defined reason code for rejected tags
- Creates zero count tags for items/locations not counted
- Count variance as tag is updated with item and count quantity
- Simulated Variance file can be generated through PowerLink
 - Can be generated at any time (multiple times) during the counting process
 - Use views/subsets to isolate potential recounts quickly
- Once all tags have been accounted for, send the tags to either:
 - Materials Management as a 'Count Group'
 - Inventory Management as a 'Physical Inventory Batch'
 - Option to create zero count tags for uncounted item/location combinations

Create Tags

(PG) Create RF Tag Range Header

Template: Default

Warehouse: 1

Tag Range ID: 0

Starting Tag #: 1

Ending Tag #: 60

Return here to create another

Preview before create

Buttons: Create, Cancel, Help

(PG) RF Tag Range Details - Whs: 1 Tag Range ID: 3

File Display Maintain Customize User Navigation Help

General *(all rec...)

Whs: 1 Tag Range ID: 3

Tag #	Tag Status	Consolidated To Tag #	Item	Item Description	Warehouse Location	Batch/Lot	Count Quantity	Unit Cost	Extended Cost	Stocking U/M
1	OP = Open	0					0.000	0.000000	0.000000	
2	OP = Open	0					0.000	0.000000	0.000000	
3	OP = Open	0					0.000	0.000000	0.000000	
4	OP = Open	0					0.000	0.000000	0.000000	
5	OP = Open	0					0.000	0.000000	0.000000	
6	OP = Open	0					0.000	0.000000	0.000000	
7	OP = Open	0					0.000	0.000000	0.000000	
8	OP = Open	0					0.000	0.000000	0.000000	
9	OP = Open	0					0.000	0.000000	0.000000	
10	OP = Open	0					0.000	0.000000	0.000000	
11	OP = Open	0					0.000	0.000000	0.000000	
12	OP = Open	0					0.000	0.000000	0.000000	

Tags

- Tags are peel off labels that will be attached to the items as they are counted
- Tags show:
 - Tag number (both bar code and written), warehouse & date



Assignment

- Once tags are created they are assigned to Counters
- When creating counts, employee number assigned to the tag must match employee number signed onto the RF gun/tablet
- Prevents one Counter from giving their tag(s) to another Counter

The screenshot displays the 'RF Tag Range Assignments' window for Warehouse 1 and Tag Range ID 3. The main window shows a table with the following data:

	Beginning Tag #	Ending Tag #	Assigned to Badge #	Assigned to Employee Name	Assigned Date	Assigne Time
1	1	30	1	JIM SMITH	05/27/2020	06:44 P

Overlaid on this is a 'Create RF Tag Assignment' dialog box with the following fields and options:

- Template: Default
- Warehouse: 1
- Tag Range ID: 3
- Assignment ID: 0
- Assigned to Badge #: 0
- Beginning Tag #: 1
- Ending Tag #: 30
- Return here to create another
- Preview before create
- Buttons: Create, Cancel, Help

Counter Actions

- Counter signs onto RF gun/tablet
- Chooses whether they are a 'Counter' or an 'Auditor'
- Enters/scans Employee number
- Then uses the following screens:

Count Entry Screens – RF Gun

```
5/27/20  18:51:23
Count Entry

Tag#: █_____0

F2=Return  F3=Exit
```

```
5/27/20  18:47:28
Warehouse 1
Tag#      1
Item █_____ -Or-
UPC _____

Location _____

Qty _____

Btch/Lot  _____

F2=Rtn  F3=Exit
F4=Set Tag Unused
```

Entered Tag

```
5/27/20 18:52:39
Tag#      1
          Whs 1

Item 1101
Laptop
UOM EA

Location SHIP
Btch/Lot

Qty 1000.000

F1=Void
F2=Rtn  F3=Exit
```

- Once the tag has been created, there are options to:
 - Change the count quantity
 - Void the tag (requires a reason code)

Tablet Count Screen

- Can scan or select tag
- Scan:
 - Item
 - Location
- Key:
 - Count Quantity
- When count is submitted, table will be updated with count information as will the PowerLink tag detail file



Cancel

PH Physical Inventory For Warehouse: B

Submit

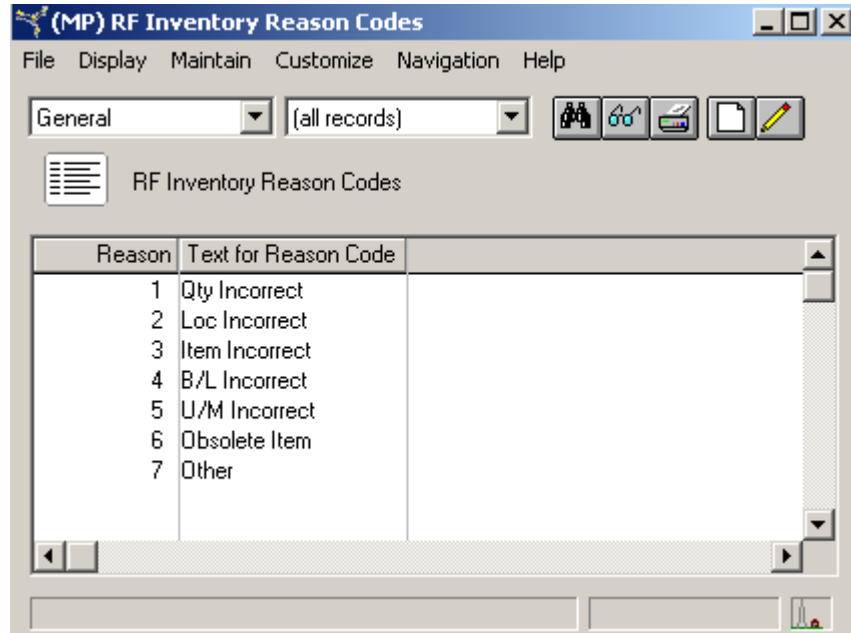
Tag Number	<input type="text"/>
Item	<input type="text"/>
Location	<input type="text"/>
Quantity	<input type="text"/>
Batch/Lot	<input type="text"/>
Unused Y/N	<input checked="" type="radio"/> N <input type="radio"/> Y
Void Y/N	<input checked="" type="radio"/> N <input type="radio"/> Y
Void Reason	<input type="text"/>
Reason Text	<input type="text"/>

7	8	9
4	5	6
1	2	3
.	0	-
M	P	Clr

Position To Tag Number

Physical Inventory Items									
Select	Tag Number	Status	Item	Description	Location	Batch/Lot	Quantity	Reason	Text
Select	6	CT	001011		SHOP		6.000		
Select	7	CT	001011		SHOP		7.000		

Void/Reject Reasons



Reason	Text for Reason Code
1	Qty Incorrect
2	Loc Incorrect
3	Item Incorrect
4	B/L Incorrect
5	U/M Incorrect
6	Obsolete Item
7	Other

- Custom file has been created to enter Void or Audit Reject Reasons
- In addition to reason, counter or auditor can enter a manual entry of a description
- Audit Rejected tags must be voided before MM Count Group can be created

Tag File

- As counts are scanned/entered, tag file is updated with:
 - Tag Status
 - Counted By (must match Assigned To)
 - Item, Location, Quantity and, if required, Batch/Lot number
 - Quantity and Cost difference between Location quantity and Count quantity

Tags after Count/Audit

(MP) RF Inventory Tag Detail for Range - B,6

File Display Maintain Customize User Navigation Help

General (all records)

B,6

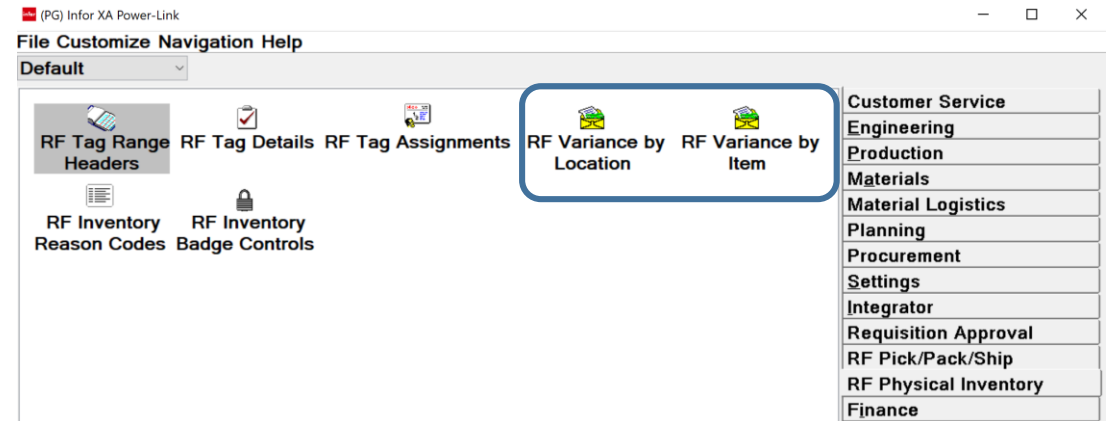
Tag #	Tag Status	Item	Item Description	Whse Stock Loc	Batch/Lot	Fifo Date	Count Quantity	Unit Cost	Extended Standard Cost	Stocking U/M	XA Qty	Count Difference	Extended Count Difference Amount
1	Audit Not A	23800	GI - ADS STATO	A122		08/28	19.000			EA	19.000	0.000	
2	Audit Not A	23939	A - GE ROTOR	A1220		10/02	208.000			EA	208.000	0.000	
3	Counted	23926	A - ADS ROTOR	A1230		10/15	400.000			EA	400.000	0.000	
4	Counted	23940	A - GE ROTOR	A1230		10/15	415.000			EA	416.000	-1.000	
5	Counted	23939	A - GE ROTOR	A1232		08/31	7.000			EA	116.000	-409.000	
6	Counted	24160	B - TI PROTECT	A12510		10/15	7.000			EA	7.000	0.000	
7	Counted	10912	B - MACHINED F	ASSEM	C	10/17	665.000			EA	667.000	-2.000	
8	Voided	58180	A B & G SILVER	ASSEM		08/26	0.000				0.000	0.000	
9	Counted	58185	BRAZE 505 CAD	A113		12/12	6.000			TO	0.000	6.000	
10	Counted	58185	A, B, & G SILVER	ASSEM		06/21	622.604			TO	622.604	0.000	
11	Counted	24160	B - TI PROTECT	A12510		10/15	7.000			EA	7.000	0.000	
12	Audit Appro	23950	J - ADS ROTOR,	A1252		07/11	1,140.000			EA	40.000	0.000	
13	Assigned						0.000				0.000	0.000	
14	Assigned						0.000				0.000	0.000	
15	Assigned						0.000				0.000	0.000	
16	Voided	24166	BI - TI PROTECT	A1253		10/16	0.000				0.000	0.000	
17	Audit Appro	24166	BI - TI PROTECT	A1253		10/16	49.000			EA	49.000	0.000	
18	Counted	23939	A - GE ROTOR	A1260	00000001:	09/24	416.000			EA	416.000	0.000	
19	Counted	23951	J - ADS ROTOR,	A1260		07/19	419.000			EA	662.000	-143.000	
20	Counted	24141	B - TI PROTECT	A1261		10/16	1.000			EA	2.000	-1.000	
21	Counted	24141	B - TI PROTECT	A1261		09/25	2.000			EA	2.000	0.000	
22	Unused						0.000				0.000	0.000	
23	Counted	70399	H23A423ABCA	FPACK	Q 31	12/12	1.000			EA	0.000	1.000	
24	Assigned						0.000				0.000	0.000	
25	Open						0.000	0.0000			0.000	0.000	-----

Tag Status

- OP - Open
- AS - Assigned
- CT - Counted
- AA - Audit Approved
- AN - Audit Not Approved
- VD - Voided
- UU - Unused
- CN - Consolidated To (for internal use when posting counts to MM)
- UI - Uncounted Item (for internal use when posting counts to MM)

Variance Files

- Variance files can be created at any point in the counting process
- Separate objects for Item (total) variance and Item/Location variance
- Will simulate tag consolidation (for multiple tags with the same item/location) and zero count tags
- Shows variance in both signed and absolute values for sorting/recounting



Create Count Group

- Once all tags have been accounted for, a job will be run that will take the tag information and create an XA Materials Management Count Group:
 - Multiple tags for the same item/location will be consolidated
 - Program provides an option to create zero count quantity tags for item/locations that did not have a count quantity entered

Passing Counts to XA

- MM Count Group

- Materials Management will now control count quantities
- XA Variance reports can be created
- Re-counts can be entered (MM allows up to 3 count quantities per item)
- Update quantity on hand is run from MM (creates 'PH' Physical Inventory Adjustment Transactions)
- Raw count data remains in RF Physical Inventory

- IM Batch

- Instead of an MM Count Group, you can choose to create a Physical Inventory Batch in Inventory Management
- Run the IM variance report and adjust counts as necessary
- Post the result through IM
- Raw count data remains in RF Physical Inventory

Updating On Hand Balances

- Once all count items have been approved, Materials Management or Inventory Management would be used to post count quantities
- If there is a difference between the count quantity and the location quantity, a PH (Physical Inventory Adjustment) transaction will be created to update the on hand balance

Conclusion

- XA Physical Inventory
 - Fully functional physical inventory program that utilizes pre-printed tag information that must be manually 'matched' with the goods in the location
 - Can have up to 3 counts for the same item/location
 - Produces a Variance Report that cannot be sorted by variance amount
- Cistech Physical Inventory
 - Creates blank tags
 - Utilizes bar code scanning on either RF gun or Tablet to capture item/count information
 - Can generate variance files in PowerLink at any time during the count process
 - Passes counts to MM Count Group so that XA runs the 'Post Count Adjustment' job and creates PH transactions